

STATE OF WISCONSIN
DEPARTMENT OF HEALTH AND FAMILY SERVICES
DIVISION OF MANAGEMENT & TECHNOLOGY
BUREAU OF FISCAL SERVICES

ACCOUNTING PROCEDURE

TOPIC: Section 9--FMS Processing 4.0	EFFECTIVE DATE: 6/27/83
TITLE: General Service Billings	REVISION DATE: 9/14/04
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BACKGROUND

Preparation of monthly General Service Billings to state agencies must comply with procedures below, with particular emphasis on two major points:

- Accounting codes will be entered as provided by divisions and other units.
- Agencies will be limited to 30 days from date of invoice to file a written protest on the billing or request supporting information.

PROCEDURES

1. It is imperative that this information be distributed to all personnel who code documents for General Services Billing. Failure to code correctly not only delays processing but results in invalid fiscal data should the error go unnoticed in the preaudit process.
2. The account classes on the General Services Billing are those in the DOA Chart of Accounts. Since any account class changes will be keyed into FMS, the reciprocal FMS accounts must be used instead of the DOA accounts.
3. It is very important to process General Services Billings in a timely manner. Failure to do so will not only result in missing the thirty-day deadline for filing a protest, but also has a significant impact on the budget analysis conducted for each organization.
4. Note that the Cent Acctg field has only 5 digits. However, the DHFS responsibility code which corresponds to the Cent Acctg field has 6 digits. Therefore, on the documents mentioned in the DOA notice, delete the third digit of the DHFS responsibility code, i.e., instead of 821-041, use 82041.
5. Agencies will have only thirty days from the date of the bill to call concerning additional information regarding the bill. Agencies will also have thirty days from the date of the bill to file, in writing, any protest to charges contained in their billing giving their reason for contesting the charges.

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